

## **1027 - SPECIAL & CULTURAL EVENTS LIAISON**

### **NATURE OF WORK**

This is responsible and advanced professional work organizing, planning, and facilitating through to fruition, Special and Cultural events including inception on many in-house city sponsored events. Work involves constant communication with the public, regarding all facets of special and cultural events. Acts as a city sole representative on many occasions. Makes public appearances at business meetings and social gatherings, and as a committee/board member and governmental/community liaison. Prepares and develops special and cultural event budgets for city services, based on the scope of the event. Walks applicants through the City of Miami Beach Special and Cultural Event Requirement Package/process including permits with local, state and county agencies.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Compiles/approves all documentation required for the issuance of City of Miami Beach Special Events Permits which includes, but is not limited to, proper insurance certificates, indemnity agreements for legal documentation, applications, and permit fees to assure compliance with city/state and federal regulations. Coordinates and monitors all facets prior to, during (on-site) and after action for all events. Ensures that the applicant has met with all City of Miami Beach Special Event Requirements (i.e., Package) and all the areas that it encompasses to bring the event through to fruition successfully. Maintains on a continuous basis all daily action reports, special event calendars and information. Forwards applications and lateral materials to the media, (quarterly basis), neighborhood association(s), all in-house departments and other applicable organizations on a weekly or as-needed basis. Handles, distributes and composes all correspondence, communications, etc., regarding all special events. Expedites written approval and ensures that all other related paperwork, i.e., permits, applications, correspondence, etc., that requires the Manager's signature are expedited. Makes recommendations to City Administration as to whether or not special events should be authorized to be held within the City of Miami Beach. Oversees in-house special events which range from the City's official ceremonies, such as Ribbon Cuttings, Ground Breaking, Veterans Day, Memorial Day, and Pearl Harbor Day, to other ceremonies such as street namings. Coordinates specific/targeted events (e.g., the City of Miami Beach's July 4th Celebration, Employee's Pin and Holiday Parties, The Annual Employees Picnic, A Taste of Hispanic Heritage Month, etc.) from inception, and determines the viability to create "sponsorship packaging". Attends local and national conventions, seminars and conferences. Serves as the City's representative on boards/committees as well as liaison to other governmental entities.

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Meets with concerned individuals, neighborhood and business associations about special and cultural events planned to be held in their vicinity.

Develops city service(s) budget for all Special Events, collects, records and deposits all Special Events applications and permit fees.

Collects and transfers all city service personnel monies to all applicable departments for cost(s).

Keeps records of deposits depending on the scope and nature of the event, into individual departmental account(s), the general fund, and/or City Managers line item account(s).

Distributes receipts and maintains accurate copies of all checks and miscellaneous cash receipt records to ensure a check and balance for accurate accountability.

Issues CMB Special Event permits, letter(s) of authorization, consent, and formal approval.

Maintains a synopsis of all events, for future reference and data.

Compiles and disseminates weekly special event calendar outlining the weeks activities, special events listings, describing what, where and when events will be held and the venue, hours and a brief description of those activities.

Serves as the City's Liaison to the Walk of the Stars ceremonies, which is facilitated jointly in conjunction with the Miami Beach Convention Center.

Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge regarding the necessary requirements for local, state and county levels of government and their approval processes.

General knowledge of the organization, function and methods of operation of the City's departments.

Ability to keep track of many items at the same time concerning different events.

Ability to establish and maintain effective working relationships with elected officials, the press and the general public.

Ability to communicate effectively, both orally and in writing.

## **MINIMUM REQUIREMENTS**

Bachelors Degree. Experience in government and working with neighborhood groups and civic associations. Skilled technical and creative work in the taking and development of photographs.

Experience can substitute for education on a year for year basis.

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### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

### **SUPERVISION RECEIVED**

Work is performed under general supervision.

### **SUPERVISION EXERCISED**

Usually none.

### **SPECIAL REQUIREMENTS**

None.

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